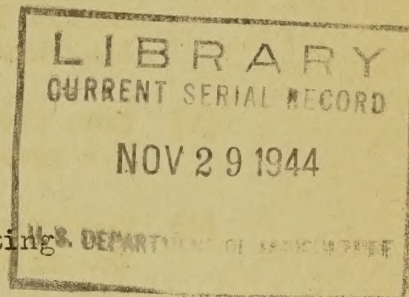


UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency

COUNTY OFFICE INSTRUCTIONS - FLUE-CURED TOBACCO MARKETING QUOTAS
1943-44 MARKETING YEAR

The county committees will have the following responsibilities in connection with flue-cured tobacco marketing quotas during the 1943-44 marketing year:

1. Determination of 1943 harvested acreage
2. Determination of 1943 estimated production
3. Preparation of listing sheets
4. Checking of tobacco disposed of without marketing
5. Issuance of marketing cards and reporting loss, destruction, or theft of marketing cards
6. Record of 1943 marketings
7. Checking indicated violations
8. Preparation of applications for return of penalties



1. Determination of 1943 harvested acreage. The acreage of tobacco harvested on each farm in the county shall be determined in accordance with the procedure for the determination of performance under the provisions of the 1943 Agricultural Conservation Program. The harvested acreage shall be determined prior to issuance of the marketing card for the farm.

2. Determination of 1943 estimated production. For each farm for which an excess marketing card is to be issued, the county committee shall determine the estimated production to be entered in column 9 of form Tobacco 710, "Listing Sheet Tobacco Marketing Quotas". Such estimate shall be made by a member of the county committee or by a person designated by the committee. The person estimating the production shall, when it is deemed advisable by the State or county committee, visit the farm and, if possible, obtain the operator's concurrence in an actual estimate made in the field. Where an estimate is not made in the field, the estimated production shall not be less than the normal production for the farm. The farm operator shall be advised that he will be required to furnish proof of the disposition of the estimated production for the farm and that no credit will be given for any excess tobacco disposed of in any manner other than that properly identified by memoranda of sale, unless such disposition is approved by the county committee or some person designated by the committee.

3. Preparation of Listing Sheets. The county office shall prepare form Tobacco 710, "Listing Sheet Tobacco Marketing Quotas", entering thereon data for each farm in the county for which a tobacco allotment was established in 1943 and for each farm on which tobacco was harvested but for which a tobacco allotment was not established in 1943. After form Tobacco 710 has been prepared, the farm serial number shall be encircled with a red pencil for the following farms:

- (1) Each farm on which the acreage of tobacco harvested is in excess of the tobacco allotment for the farm, and the excess tobacco has not been disposed of in accordance with the regulations;
- (2) Each farm for which an acreage allotment was established but from which no tobacco was harvested in 1943;
- (3) Each farm on which the acreage of tobacco harvested is within the allotment but is operated by a person who operates another farm on which the acreage of tobacco harvested is in excess of the allotment and the excess tobacco is not disposed of in accordance with the regulations.
- (4) Each farm on which the harvested acreage of tobacco is within the allotment but the county committee has reason to believe that an excess marketing card should be issued in order to protect the interest of the Government due to the relationships of persons having an interest in the tobacco with producers on other farms for which excess marketing cards are issued.

An excess marketing card shall be issued for each farm included in items (1), (3) and (4). Neither a within quota nor an excess marketing card shall be issued to farms included in item (2) above unless the farm has tobacco available for marketing which has been carried over from a previous marketing year.

If the official notice of the farm acreage allotment issued for any farm was erroneous in that it was larger than the allotment intended to be issued and the error was of such a nature that the operator could not reasonably have been expected to discover it before planting was completed on the farm and the operator, relying solely upon such notice and acting in good faith, planted an acreage of tobacco in excess of the acreage allotment for the farm but not in excess of the acreage shown on the erroneous notice, the allotment shown on the erroneous notice shall be used for all purposes in connection with the tobacco marketing quota program for the 1943-44 marketing year.

The name of the State and county and kind of tobacco will be entered in the spaces provided in the upper right corner. Entries will be made in columns 1 through 9 before the delivery of marketing cards to farm operators and in column 10 through 13 after the marketing season. These entries will be made as follows:

Column number and heading	Source of Entry
1. Farm serial number	: Form Tobacco 610 or ACP-136
2. Name of operator	: Form ACP-136
3. Marketing Card Serial No.	: Marketing Card <u>1/</u>
4. Acreage allotment	: Form Tobacco 610
5. Reported acreage	: Form ACP-136
6. Excess acreage	: Column 5 minus column 4
7. Percent excess	: Column 6 divided by column 5 <u>2/</u>
8. Normal yield	: Form Tobacco 610
9. Estimated production	: Footnote <u>3/</u>
10. Total sales including scrap	: Record of 1943 marketings
11. Pounds not marketed	: Record of 1943 marketings
12. Total production	: Column 10 plus column 11
13. Actual yield per acre	: Column 12 divided by column 5

1/ Beginning with the lowest farm serial number, each farm for which the farm serial number has not been encircled with a red pencil shall be assigned a within quota marketing card (MQ-756). The marketing cards shall be assigned in numerical sequence beginning with the lowest card serial number, and the card serial number entered in column 3. For farms receiving more than one marketing card, a supplemental listing sheet (Form Tobacco 710) shall be prepared listing in column 3, in numerical sequence, the marketing card serial numbers. The only other information to be shown on the supplemental listing sheet will be the farm serial number and name of farm operator. The preparation of the supplemental listing sheet is for the purpose of facilitating a check of the disposition of the marketing cards assigned to the county. Excess marketing cards (MQ-757) will be assigned to farms as they are issued, and the serial number of the card entered in column 3.

2/ The percentage to be entered in column 7 shall be expressed as a whole percentage and fractions shall be disregarded, except that in cases where the percentage computed is less than one percent, the percent shall be expressed in tenths of a percent, disregarding any figures more than one place to the right of the decimal. For instance, if 15.6 percent is computed the percent to be entered in this column shall be 15.0 percent, or if 0.86 percent is computed the percent to be entered shall be 0.8 percent.

3/ The estimated production determined for farms in accordance with section 2 of these instructions shall be entered in column 9.

No entries should be made in columns 10, 11, 12 and 13 for a farm until the county committee has approved the "Record of 1943 Marketings".

If there is any tobacco produced on the farm in 1943 which will be carried over to a future marketing year or if there was any tobacco marketed during the 1943-44 marketing year which was produced in a prior year, the entry in column 10 should be deleted and there should be entered therein the sum of the entry in column 10 and any tobacco

which will be carried over minus any tobacco carried over from a preceding crop and marketed during the 1943-44 marketing year.

If the county office records indicate that any person having an interest in the tobacco produced on any farm on which the harvested acreage exceeds the allotment also has an interest in the tobacco produced on a farm in another county, the county office of such other county shall be promptly notified in order that excess marketing cards may be issued for the farms in that county.

4. Disposition of excess tobacco. Disposition of excess tobacco other than by marketing such tobacco subject to penalty shall be made only by the farm operator (or his representative) by one of the following methods and shall be subject to approval by the county committee:

(a) A penalty of 10 cents a pound on the tobacco produced in excess of the farm marketing quota is remitted to the county office by check or money order drawn payable to the Treasurer of the United States prior to the issuance of the marketing card and prior to the marketing of any tobacco from the farm. The amount of penalty due shall be computed by multiplying the estimated production shown in column 9 of form Tobacco 710 by the percent excess shown in column 7 and the result by 10 cents a pound. The amount of any penalty paid under this provision shall be entered on the Record of 1943 Marketings and the remittance shall be forwarded promptly to the State office together with the necessary information to identify it.

(b) Excess tobacco, which is representative of the entire crop available for marketing from the farm, has been disposed of by the farm operator by storage, and the amount of the penalty which would have been due upon the marketing of such tobacco has been guaranteed by a bond approved by the county committee and an authorized representative of the Administrator.

(c) Proof satisfactory to the county committee is furnished by the farm operator (or his representative) showing that he is unable to market excess tobacco, which is representative of the entire crop available for marketing from the farm.

The disposition of any tobacco approved under subsection (b) or (c) will be entered as "Pounds not marketed" on the Record of 1943 Marketings.

5. Issuance of marketing cards and reporting loss, destruction, or theft of marketing cards. Marketing cards shall be issued in accordance with sections 6, 7, 9 and 10 of the marketing quota regulations. Each marketing card shall be carefully checked in the county office to see that no errors or omissions occurred in printing the card.

Each county committee shall designate one person to sign marketing cards for the farms in the county as issuing officer. The issuing officer shall sign each marketing card as required by section 7 of the regulations prior to its delivery to the farm operator (or his agent).

It shall be the responsibility of each county association treasurer to account for all marketing cards with either the unused cards or entries in column 3 of form Tobacco 710.

If all memoranda of sale in a card are issued and the operator returns the card and requests another, a new card may be issued as indicated below, and in addition, there shall be entered on the inside of the front cover in the space under the words "Acreage reported" the words "Brought forward" and the figure representing the total pounds sold on the previous marketing card(s).

a. Within quota marketing cards. The following entries shall be made on each form MQ-756-Flue-cured, "Within Quota Marketing Card", before it is delivered to the farm operator.

- (1) The name and address of the farm operator shall be entered in the space provided on the front cover of the marketing card.
- (2) The acreage reported shall be entered on the inside of the front cover from column 5 of form Tobacco 710.
- (3) The name and address of the county association and the farm serial number shall be entered in the space provided on each memorandum of sale and on the back cover. (Note: Stamps for this purpose have been furnished county offices for counties having 20 or more tobacco farms).
- (4) After the marketing card has been prepared as indicated above, the issuing officer shall affix his signature on the front cover as required by section 7 of the regulations.
- (5) If the marketing card is delivered to the farm operator (or his agent) the "Operator's Agreement" shall be signed prior to the delivery of the card. If the marketing card is mailed to the farm operator, he shall be advised that the "Operator's Agreement" is to be signed before the marketing card is presented for the issuance of a memorandum of sale.
- (6) The serial number of the marketing card issued for the farm shall be entered in column 3 of form Tobacco 710.

b. Excess marketing cards. The following entries shall be made on each form MQ-757-Flue-cured, "Excess Marketing Card", before it is delivered to the farm operator:

- (1) The name and address of the farm operator shall be entered in the space provided on the front cover of the marketing card and the name of the operator on each memorandum of sale.
- (2) The allotted acres and the acreage reported shall be entered on the inside of the front cover from columns 4 and 5, respectively, of form Tobacco 710.

- (3) The estimated production shall be entered on the inside of the front cover from column 9, form Tobacco 710.
- (4) The name and address of the county association and the farm serial number shall be entered in the spaces provided on both the purchaser's copy and the county office copy of each memorandum of sale, and on the back cover of the card.
- (5) The percent excess from column 7, form Tobacco 710, shall be entered in the space provided on the inside of the front cover of the card and shall be shown in both figures and words. The percent excess, in figures, shall be entered on both the purchaser's copy and the county office copy of each memorandum of sale.
- (6) If the marketing card is delivered to the farm operator (or his agent) the "Operator's Agreement" shall be signed prior to the delivery of the card. If the marketing card is mailed to the farm operator, he shall be advised that the "Operator's Agreement" is to be signed before the marketing card is presented for the issuance of a memorandum of sale.
- (7) The serial number of the marketing card issued for the farm shall be entered in column 3 of form Tobacco 710.

If any marketing card is reported to the county office as having been lost, destroyed, stolen, or altered, the county office shall immediately notify the State office, in the case of North Carolina and Virginia, and the Regional Tobacco Office, Swainsboro, Georgia, in the case of South Carolina, Georgia, Florida and Alabama. If any marketing card which was reported as lost, destroyed, stolen, or altered is later received by the county office, the county office shall immediately notify the State office or the Regional Tobacco Office, as indicated above, of the receipt of such card. All notices with respect to lost, destroyed, stolen or altered marketing cards shall show the serial number of the marketing card, the name of the farm operator and the farm serial number.

6. Record of 1943 Marketings. The county office shall maintain a record of 1943 marketings file for the county office copies of memoranda of sale and marketing cards as they are returned. A 4-1/8 x 9-1/2 envelope, sealed and open at one end may be mimeographed for this purpose to provide the following information:

- (1) Title "Record of 1943 Marketings".
- (2) Name of 1943 farm operator.
- (3) 1943 farm serial number.
- (4) Amount of penalty paid in advance of issuance of marketing card.
- (5) Pounds not marketed.
- (6) Total pounds marketed.
- (7) Total production.
- (8) Serial numbers of other farms in which the producers are interested.

- (9) Initials of county committeeman.
- (10) Any additional information which the State or county committee consider necessary.

The county committee with the aid of the community committeemen, shall review the production of tobacco as shown on each Record of 1943 Marketings for the purpose of determining if any unacceptable differences appear between the actual production of the harvested acreage and the normal production of the harvested acreage, taking into consideration weather conditions, types of soil, marketings from other adjacent or nearby farms, and other determining factors. The county committee should indicate its approval of each acceptable "record" by one member of the committee entering his initials and date of initialing in the space provided.

The envelopes should be filed in farm serial number order readily accessible to representatives of the State committee and tobacco field officers.

Copies of any correspondence or reports and minutes of hearings will be filed in a folder identifying the farm involved.

7. Checking indicated violations. If, on the basis of the report of total pounds marketed or any other information the county committee has reason to believe that the marketing quota regulations may have been violated, the committee shall take such action as is necessary to determine the nature of the violation if any occurred. The committee may conduct formal hearings in an effort to obtain complete information in such cases. The producer and State office should be notified of the time and place of any such hearings and at least two members of the county committee shall attend the hearings. A record shall be made of all hearings.

When the county committee determines that the marketing quota regulations have been violated a detailed report of the violation shall be forwarded immediately to the State office with the county committee's recommendation as to the action that should be taken.

8. Preparation of applications for return of penalties. If for any farm penalty has been paid in excess of the amount due and the operator desires to submit an application for the return of such amount, a detailed statement signed by the operator, setting forth all pertinent facts, shall be submitted to the State office. Such statement should be accompanied by the Record of 1943 Marketings for the farm.

Issued October 8, 1943
CURRENT SERIAL RECORD
OCT 8 1943UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCYCOUNTY OFFICE INSTRUCTIONS - BURLEY TOBACCO MARKETING QUOTAS
1943-44 MARKETING YEAR

The county committees have the following responsibilities in connection with Burley tobacco marketing quotas during the 1943-44 marketing year:

1. Determination of 1943 harvested acreage
2. Determination of 1943 estimated production
3. Preparation of listing sheets
4. Checking of tobacco disposed of without marketing
5. Issuance of marketing cards and reporting loss, destruction, or theft of marketing cards
6. Record of 1943 marketings
7. Checking indicated violations
8. Preparation of applications for return of penalties

1. DETERMINATION OF 1943 HARVESTED ACREAGE

The county committee shall determine the acreage of Burley tobacco harvested on each farm in the county. The acreage reported and approved under the 1943 Agricultural Conservation Program will be considered the harvested acreage unless the farm operator furnishes proof satisfactory to the county committee that he is unable to market a portion of his planted acreage. The harvested acreage shall be determined prior to issuance of the marketing card for the farm.

- II. DETERMINATION OF 1943 ESTIMATED PRODUCTION

For each farm for which an excess marketing card is to be issued, the county committee shall determine the estimated production to be entered in column 9 of form Tobacco 710, "Listing Sheet Tobacco Marketing Quotas". Such estimate should be made by a member of the county or community committee. The committeeman estimating the production shall, when it is deemed advisable by the State or county committee, visit the farm and, if possible, obtain the operator's concurrence in an actual estimate made in the field. Where an estimate is not made in the field, the estimated production shall not be less than the normal production for the farm. The farm operator shall be advised that he will be required to furnish proof of the disposition of the estimated production

for the farm and that no credit will be given for any excess tobacco disposed of in any manner other than that properly identified by memoranda of sale, unless such disposition is approved by the county committee.

III. PREPARATION OF LISTING SHEETS

The county committee shall have prepared form Tobacco 710, "Listing Sheet Tobacco Marketing Quotas". Data for each farm in the county for which a tobacco allotment was established in 1943 and for each farm on which tobacco was harvested but for which a tobacco allotment was not established in 1943 shall be entered on form Tobacco 710. After form Tobacco 710 has been prepared, the farm serial number shall be encircled with a red pencil for the following farms:

- (1) Each farm for which an acreage allotment was established but from which no tobacco was harvested in 1943.
- (2) Each farm on which the acreage of tobacco harvested is in excess of the tobacco allotment for the farm, and the excess tobacco has not been disposed of in accordance with Section IV of these instructions.
- (3) Each farm on which the acreage of tobacco harvested is within the allotment but is operated by a person who operates another farm on which the acreage of tobacco harvested is in excess of the allotment and the excess tobacco is not disposed of in accordance with Section IV of these instructions.
- (4) Each farm on which the harvested acreage of tobacco is within the allotment but the county committee has reason to believe that an excess marketing card should be issued in order to protect the interest of the Government due to the relationships of persons having an interest in the tobacco with producers on other farms for which excess marketing cards are issued.

Neither a within quota nor an excess marketing card shall be issued to farms included in item (1) above unless the farm has tobacco available for marketing which has been carried over from a previous marketing year. An excess marketing card shall be issued for each farm included in items (2), (3) and (4).

If the official notice of the farm acreage allotment issued for any farm was erroneous in that it was larger than the allotment intended to be issued and the error was of such a nature that the operator could not reasonably have been expected to discover it before planting was completed on the farm and the operator, relying solely upon such notice and acting in good faith, planted an acreage of tobacco in excess of the acreage allotment for the farm but not in excess of the acreage shown on the erroneous notice, the allotment shown on the erroneous notice shall be used for all purposes in connection with the tobacco marketing quota program for the 1943-44 marketing year.

The name of the State and county and kind of tobacco will be entered in the spaces provided in the upper right corner. Enter the marketing year "1943-44" above the kind of tobacco. Entries will be made in columns 1 through 9 before the delivery of marketing cards to farm operators and in columns 10 through 13 after marketings from the farm have been completed. These entries will be made as follows:

Column number and heading	Source of Entry
1. Farm serial number	: Form Tobacco 610 or ACP-136
2. Name of operator	: Form ACP-136 or ACP-137
3. Marketing Card Serial No.	: Marketing Card <u>1/</u>
4. Acreage allotment	: Form Tobacco 610 or NCR-709-T
5. Reported acreage	: Form ACP-136 or ACP-137
6. Excess acreage	: Column 5 minus column 4
7. Percent excess	: Column 6 divided by column 5 <u>2/</u>
8. Normal yield	: Form Tobacco 610
9. Estimated production	: Footnote <u>3/</u>
10. Total sales including scrap	: Record of 1943 marketings <u>4/</u>
11. Pounds not marketed	: Record of 1943 marketings <u>4/</u>
12. Total production	: Column 10 plus column 11 <u>4/</u>
13. Actual yield per acre	: Column 12 divided by column 5 <u>4/</u>

1/ Beginning with the lowest farm serial number, each farm for which the farm serial number has not been encircled with a red pencil shall be assigned a within quota marketing card (MQ-756). The marketing cards shall be assigned in numerical sequence beginning with the lowest card serial number, and the card serial number entered in column 3. For farms receiving more than one marketing card, a supplemental listing sheet (Form Tobacco 710) shall be prepared listing in column 3, in numerical sequence, the marketing card serial numbers. The only other information to be shown on the supplemental listing sheet will be the farm serial number and name of farm operator. The preparation of the supplemental listing sheet is for the purpose of facilitating a check of the disposition of the marketing cards assigned to the county. Excess marketing cards (MQ-757) will be assigned to farms as they are issued, and the serial number of the card entered in column 3.

2/ The percentage to be entered in column 7 shall be expressed as a whole percentage and fractions shall be disregarded, except that in cases where the percentage computed is less than one percent, the percent shall be expressed in tenths of a percent, disregarding any figures more than one place to the right of the decimal. For instance, if 15.8 percent is computed the percent to be entered in this column shall be 15.0 percent, or if 0.86 percent is computed the percent to be entered shall be 0.8 percent.

3/ The estimated production determined for farms in accordance with section II of these instructions shall be entered in column 9.

- 4/ No entries should be made in columns 10, 11, 12 and 13 for a farm until the county committee has approved the "Record of 1943 Marketings".

If there was any tobacco marketed during the 1943-44 marketing year which was produced prior to 1943, the amount of such carry-over tobacco should be deducted from the total sales shown on the record of 1943 marketings so that the entry in column 10 shall represent only the sales from the 1943 crop.

If the records of the county committee indicate that any person having an interest in the tobacco produced on any farm on which the harvested acreage exceeds the allotment also has an interest in the tobacco produced on a farm in another county, the county committee in such other county shall be promptly notified in order that excess marketing cards may be issued for the farms in that county.

IV. DISPOSITION OF EXCESS TOBACCO

Disposition of excess tobacco other than by marketing such tobacco subject to penalty shall be made only by the farm operator (or his representative) by one of the following methods and shall be subject to approval by the county committee:

(a) A penalty of 10 cents a pound on the tobacco produced in excess of the farm marketing quota is remitted to the office of the county committee by check or money order drawn payable to the Treasurer of the United States prior to the issuance of the marketing card and prior to the marketing of any tobacco from the farm. The amount of penalty due shall be computed by multiplying the estimated production shown in column 9 of form Tobacco 710 by the percent excess shown in column 7 and the result by 10 cents a pound. The amount of any penalty paid under this provision shall be entered on the Record of 1943 Marketings and the remittance shall be forwarded promptly to the office of the State committee together with the necessary information to identify it (sample form attached).

(b) Excess tobacco, which is representative of the entire crop available for marketing from the farm, has been disposed of by the farm operator by storage, and the amount of the penalty which would have been due upon the marketing of such tobacco has been guaranteed by a bond approved by the county committee and the Chairman of the State Committee.

(c) Proof satisfactory to the county committee is furnished by the farm operator (or his representative) showing that excess tobacco, which is representative of the entire crop available for marketing from the farm is unfit for marketing.

The disposition of any tobacco approved under subsection (b) or (c) will be entered as "Pounds not marketed" on the Record of 1943 Marketings.

V. ISSUANCE OF MARKETING CARDS AND REPORTING
LOSS, DESTRUCTION, OR THEFT OR MARKETING CARDS

Marketing cards shall be issued in accordance with Sections 6, 7, 8, 9 and 10 of the marketing quota regulations. Each marketing card shall be carefully checked in the county office to see that no errors or omissions occurred in printing the card.

Each county committee shall designate one person to sign marketing cards for the farms in the county as issuing officer. The issuing officer shall sign each marketing card as required by Section 7 of the regulations prior to its delivery to the farm operator (or his agent). It shall be the responsibility of each county association treasurer to account for all marketing cards with either the unused cards or entries in column 3 of form Tobacco 710.

If all memoranda of sale in a card are issued and the operator returns the card and requests another, a new card may be issued as indicated below, and in addition, there shall be entered on the inside of the front cover in the space under the words "Acreage reported" the words "Brought forward" and the figure representing the total pounds sold on the previous marketing card(s).

a. Within quota marketing cards. The following entries shall be made on each form MQ-756-Burley, "Within Quota Marketing Card", before it is delivered to the farm operator:

- (1) The name and address of the farm operator shall be entered in the space provided on the front cover of the marketing card.
- (2) The acreage reported shall be entered on the inside of the front cover from column 5 of form Tobacco 710.
- (3) The name and address of the county association and the farm serial number shall be entered in the space provided on each memorandum of sale and on the back cover. (Note: Stamps for this purpose have been furnished county offices for counties having 20 or more tobacco farms).
- (4) After the marketing card has been prepared as indicated above, the issuing officer shall affix his signature on the front cover as required by Section 7 of the regulations.
- (5) If the marketing card is delivered to the farm operator (or his agent) the "Operator's Agreement" shall be signed prior to the delivery of the card. If the marketing card is mailed to the farm operator, he shall be advised that the "Operator's Agreement" is to be signed before the marketing card is presented for the issuance of a memorandum of sale.
- (6) The serial number of the marketing card issued for the farm shall be entered in column 3 of form Tobacco 710.

b. Excess marketing cards. The following entries shall be made on each form MQ-757-Burley, "Excess Marketing Card", before it is delivered to the farm operator:

- (1) The name and address of the farm operator shall be entered in the space provided on the front cover of the marketing card and the name of the operator on each memorandum of sale.
- (2) The allotted acres and the acreage reported shall be entered on the inside of the front cover from columns 4 and 5, respectively, of form Tobacco 710.
- (3) The estimated production shall be entered on the inside of the front cover from column 9, form Tobacco 710.
- (4) The name and address of the county association and the farm serial number shall be entered in the spaces provided on both the purchaser's copy and the county office copy of each memorandum of sale, and on the back cover of the card.
- (5) The percent excess from column 7, form Tobacco 710, shall be entered in the space provided on the inside of the front cover of the card and shall be shown in both figures and words. The percent excess, in figures, shall be entered on both the purchaser's copy and the county office copy of each memorandum of sale.
- (6) If the marketing card is delivered to the farm operator (or his agent) the "Operator's Agreement" shall be signed prior to the delivery of the card. If the marketing card is mailed to the farm operator, he shall be advised that the "Operator's Agreement" is to be signed before the marketing card is presented for the issuance of a memorandum of sale.
- (7) The serial number of the marketing card issued for the farm shall be entered in column 3 of form Tobacco 710.

If any marketing card is reported to the office of the county committee as having been lost, destroyed, stolen, or altered, the county committee shall immediately notify the office of the State committee. If any marketing card which was reported as lost, destroyed, stolen, or altered is later received by the office of the county committee, the county committee shall immediately notify the office of the State committee of the receipt of such card. All notices with respect to lost, destroyed, stolen or altered marketing cards shall show the serial number of the marketing card, the name of the farm operator and the farm serial number.

VI. RECORD OF 1943 MARKETINGS

The county committee shall maintain a record of 1943 marketings file for the county office copies of memoranda of sale and marketing cards as they are returned. A 4-1/8 x 9-1/2 envelope, sealed and open at one end may be mimeographed for this purpose to provide the following information:

- (1) Title "Record of 1943 Marketings".
- (2) Name of 1943 farm operator.
- (3) 1943 farm serial number.
- (4) Amount of penalty paid in advance of issuance of marketing card.
- (5) Pounds not marketed.
- (6) Total pounds marketed.
- (7) Total production.
- (8) Serial numbers of other farms in which the producers are interested.
- (9) Initials of county committeeman.
- (10) Any additional information which the State or county committee consider necessary.

The county committee with the aid of the community committeemen, shall review the production of tobacco as shown on each Record of 1943 Marketings for the purpose of determining if any unacceptable differences appear between the actual production of the harvested acreage and the normal production of the harvested acreage, taking into consideration weather conditions, types of soil, marketings from other adjacent or nearby farms, and other determining factors. The county committee should indicate its approval of each acceptable "record" by one member of the committee entering his initials and date or initialing in the space provided.

The envelopes should be filed in farm serial number order readily accessible to representatives of the State committee and tobacco field officers.

Copies of any correspondence or reports and minutes of hearings will be filed in a folder identifying the farm involved.

VII. CHECKING INDICATED VIOLATIONS

If, for any farm, the total pounds marketed is materially less than or materially greater than the estimated production for the farm, the county committee shall take such action as may be necessary to determine if there has been any violation. If any member of a State, county or community committee or any employee of a State or county committee has reason to believe that the marketing quota regulations have been violated, such committeeman or employee shall immediately report all available information to the county committee and the county committee shall take such action as is necessary to determine if any violation occurred. The county committee may conduct formal hearings in an effort to obtain complete information in all cases involving possible violations. The parties involved and the office of the State committee should be notified at the time and place of any such hearings and at least two members of the county committee shall attend the hearing. A record shall be made of all such hearings.

When the county committee determines that the marketing quota regulations have been violated a detailed report of the violation shall be forwarded immediately to the office of the State committee with the county committee's recommendation as to the action that should be taken.

VIII. PREPARATION OF APPLICATIONS FOR RETURN OF PENALTIES

If, for any farm, penalty has been paid in excess of the amount due and the operator desires to submit an application for the return of such amount, a detailed statement signed by the operator, setting forth all pertinent facts, shall be submitted to the office of the State Committee. Such statement should be accompanied by the Record of 1943 Marketings for the farm.

COUNTY OFFICE REPORT OF PENALTY
1943-44 TOBACCO MARKETING QUOTAS

1. _____
(Name of farm operator) (County and farm serial No.)
- _____
- (Address of farm operator) (Kind of tobacco)

Fill in the following from form Tobacco 710:

- a. Acreage allotment (Col. 4) _____ d. Estimated production (Col. 9) _____
- b. Reported acreage (Col. 5) _____ e. Percent excess (Col. 7) _____
- c. Excess acreage (Col. 6) _____ f. Pounds excess tobacco (e x d) _____

2. Amount of Penalty (Item f above x 10¢) \$ _____

3. Producer's Certification:

I certify that I intend to market all tobacco available for marketing on the above-identified farm and if when all sales from the farm are completed it is determined that an additional amount of penalty is due, I agree to remit such amount within 20 days from the date of receipt of such notice.

Approved:

(Signature of county committeeman) (Signature of farm operator)

4. Final Settlement:

- a. Total pounds sold _____ d. Penalty paid (Sec. 2) \$ _____
- b. Percent excess _____ % e. Penalty due (c x 10¢) \$ _____
- c. Pounds excess tobacco _____ f. Balance: Due (e - d) \$ _____
- (b x a) _____ g. To be refunded (d - e) \$ _____

5. Approved:

State Committee

(Date)

By _____

STATE OF NEW YORK
IN SENATE

REPORT OF THE
COMMISSIONER OF THE LAND OFFICE
FOR THE YEAR 1900

ALBANY: J.B. LIPPINCOTT & CO. PRINTERS.
1901.

THE COMMISSIONER OF THE LAND OFFICE HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF THE REPORT OF THE COMMISSIONER OF THE LAND OFFICE FOR THE YEAR 1900, AND TO STATE THAT THE SAME HAS BEEN FORWARDED TO THE SENATE AND TO THE HOUSE OF REPRESENTATIVES.

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